



**Vacancy Announcement
Official Residences Manager
Algiers, Algeria**

Vacancy Announcement
01-2012

OPEN TO: All Interested Candidates
OPENING DATE: 02/08/2012
CLOSING DATE: Open until filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD (69,040)*

*This represents the total monthly compensation including salary and miscellaneous benefits allowances (after social security deductions).

The Chief of Mission of the U.S. Embassy in Algeria is seeking an individual for the position of Residences Manager at his residence.

The occupant of this position reports to the Ambassador and his spouse. The Residences Manager will also perform assigned duties for the Deputy Chief of Mission (DCM) and will coordinate with the DCM and her spouse. The incumbent will be held fully accountable for the responsibilities and resources entrusted to him or her.

The selected candidate will sign a personal contract with the Ambassador of the United States in Algeria. The contract will not obligate the U.S. Government in any way.

The occupant of this position is expected at all times to be cognizant of the standards and requirements of the Ambassador and his or her spouse and family and the Deputy Chief of Mission and his or her spouse and family and meet these standards and requirements in a professional manner.

1- BASIC FUNCTIONS OF THIS POSITION:

- Greets and farewells callers, houseguests and guests attending official events.
- Ensures all rooms are ready for houseguests and assists houseguests with any requests.
- Supervises both households' staff, which includes the training and supervision of staff, both permanent and casual; conducting inventory checks on silverware, glassware, crockery, cutlery, wine, spirits, etc.
- Reports and submits work orders for any maintenance repairs to the Ambassador's residence and the Deputy Chief of Mission's residence.
- Organizes and implements service and catering of all functions.
- Maintains cellar stocks.

- Prepares monthly ORE vouchers in conjunction with the Financial Management Office.
- Prepares monthly household accounts for various vendors and reconciliation of these accounts with representational, ORE and personal expenses.
- Prepares all household representation vouchers for Ambassador's and DCM's signatures, detailing all expenses incurred & send to the Financial Management Office for reimbursement.

Please contact the HR Office at the U.S. Embassy in Algiers, if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

2. WORK SCHEDULE: The Residence Manager will work a flexible schedule of 40 hours per week generally expected to be from Sunday to Thursday. During a normal eight hour shift, a one hour meal break will be scheduled and no shift will be longer than 12 hours.

3. QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

A. Required Education: Secondary school.

B. Prior Work Experience: 5 years progressively responsible experience managing household or hotel concierge or housekeeping services, 2 years of which include inventory and financial management.

C. Language Proficiency: Level III English and French are required.

D. Other Skills and Abilities:

- discretion of the highest order;
- the ability to effectively assess priorities;
- the ability to work with minimal supervision and direction;
- the ability to work in a team environment;
- common sense and tact;
- diligence, reliability and honesty;

TO APPLY

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation

- Current Resume. A current resume.
- Letter of Interest. You must attach to the letter:
 - References: Provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).

2. Proof of education.

- Copies of relevant diplomas or degrees (as required) by the position.

- Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

For expedited considerations, applications with attachments should be submitted by fax to: 0770-08-22-88.

Unsuccessful applicants will not receive an invitation to attend the interview.

ALL APPLICATIONS MUST BE SUBMITTED WITH THE REQUESTED DOCUMENTS ABOVE OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: Open until filled

Submit Application to: **Human Resources Office, U.S. Embassy Algiers**

Attention: Residences Manager, Vacancy Announcement #01-2012

For quicker receipt fax to HRO office: 0770-08-22-88

Or post to: BP 408 16000 Alger Gare

Notes: 1) Only the best qualified applicants will be contacted for an interview.

2) If the selected candidate is Algerian, he/she will be enrolled in the Algerian Social Security system under Gens et Maisons.